



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
937 NO. HARBOR DR.
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO :

COMNAVREGSWINST 1601.1
N08HD

31 MAR 2005

COMNAVREGSW INSTRUCTION 1601.1

Subj: AREA CHAPLAIN DUTY AND FUNERAL WATCHSTANDING

Ref: (a) OPNAVINST 3120.32C Articles 400-404
(b) BUPERSINST 1770.3

Encl: (1) Consolidated Area Duty Chaplain and Funeral
Watch/Standard Operating Procedures

1. Purpose. To promulgate Commander, Navy Region, Southwest area Chaplain duty requirements and watch standing procedures.
2. Scope. This instruction explains the organization and functions of the area chaplain watch and indicates responsibilities and procedures for efficient administration and operation of the consolidated area chaplain duty.
3. Applicability. The regulations in this instruction are issued for use by all chaplains in shore duty billets in the San Diego area. It gives procedures that shall be adhered to by all chaplains in the performance of their watch standing duties. Duty Chaplains shall exercise initiative and sound judgment in special cases of circumstances that may not be covered by these regulations.

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Distribution:
All COMNAVREGSW

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CONSOLIDATED AREA DUTY CHAPLAIN AND FUNERAL WATCH

STANDARD OPERATING PROCEDURES

1. Duty Chaplain Defined/Authority

a. The Duty Chaplain is the representative of Commander, Navy Region, Southwest, charged with coordinating or initiating ministerial action for the San Diego area after normal working hours. Off-going duty chaplains will conduct a property turnover and brief any pending cases with the on-going Duty Chaplain.

b. Unless, exempted by the Regional Chaplain, all chaplains shall stand duty as Duty Chaplain per the watchbill prepared by the Watchbill Coordinator.

2. Senior Watch Officer (SWO). The Regional Chaplain is designated the Senior Watch Officer. In addition to being responsible for all area watch requirements, the SWO will:

a. Review and approve the duty chaplain watchbill.

b. Set the watch procedures.

c. Review the duty chaplain instruction folders.

d. Supervise the duty chaplain in the performance of duties.

e. Ensure that all personnel are trained to handle watch duties and crisis interventions.

f. Maintain current list of all pertinent phone numbers to include: Chaplains, Commanding Officer (CO) and Executive Officer (XO), Command Master Chief (CMC), and Ombudsman.

3. Watchbill Coordinator. The Regional Chaplain will designate a Watchbill Coordinator. The Watchbill Coordinator will:

a. Promulgate the watchbill on a monthly basis.

b. Coordinate dates of non-availability, leave and TAD with the watch standers.

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4. Chaplain Duties. As the representative of Commander, Navy Region Southwest, responsiveness by the Duty Chaplain to the requirements of the Commander is of the utmost importance. In addition to the normal duties, special attention shall be given to matters in which the Commander has expressed a personal interest (i.e. special projects, research, programs). Actions in these areas are the sole responsibility of the Duty Chaplain when so directed. In standing the watch, the Duty Chaplain will:

a. Be guided by the spirit of reference (a) pertaining to the standard Navy watchstanding procedures.

b. Will arrange the location for turnover with the on-coming Duty Chaplain.

c. Conduct an inventory, of the duty kit material during each change of duty personnel. The on-coming Duty Chaplain will make an annotation in the duty log.

d. Turnover any pending cases or issues to the appropriate command, site chaplain, and the on-coming duty chaplain.

e. After initiating assistance and/or handling a case with serious injury, death, suicidal ideation, suicide or hospitalization contact the appropriate chaplain or command personnel.

5. Watchbill Procedures. Duty Chaplains will review the watchbill to determine assigned duty. The Duty Chaplain will be available during that duty period, which is 0730 Tuesday to 0730 Tuesday of the following week.

a. Recall. Each chaplain assigned to the watchbill, will provide and keep current, recall information including after-hours phone numbers with the Regional Chaplain. Chaplains should verify their recall information upon assuming the duty and make corrections with the Regional Chaplain's Office and the watchbill coordinator.

b. Periods of Non-availability. Personnel intending to request leave or receive TAD orders or who will be underway/deployed are to notify the watchbill coordinator. Emergency leave or short-notice TAD/underway periods will be handled on a case by case basis.

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c. Exchanges of Duty. Requests for exchange of duty are submitted in writing to the watchbill coordinator at least three days prior to the day of duty to be exchanged.

d. Uniform. For Casualty Assistance Calls Officer (CACO) assist visit you must wear the prescribed uniform of the season, either Dress Blues or Summer Whites. All other visits to home, office, or hospital, you will be in the uniform of the day.

e. Sickness or Emergency. Should any member be unable to stand the assigned duty because of sickness or emergency, notify the Senior Watch Officer and the watchbill coordinator.

6. Watchstanding Procedures. In addition to the procedures promulgated in paragraph 4, the following procedures are established:

a. The Regional Watch Commander and Command OODs. The Regional Watch Commander will be your primary source of calls and will provide you with the caller's phone number and name. OODs are to refer all calls for Chaplain assistance to the Regional Watch Commander. OODs are not required to gather background information on the caller.

b. Turnover. The on-coming duty chaplain will call the Regional Watch Commander (619) 524-2030 to verify contact information.

c. Contacts. Enter in the duty log all phone conversations with the OOD, contact personnel, and individuals spoken to during each duty call. Enter date, time, phone number, name of individual, and a short description of request/problem.

d. Emergency/Disaster Plan. In the event of an Emergency or Disaster (for example, mass casualty or earthquake), the Regional Chaplain, will be among the first to be notified. In the event that the Regional Chaplain cannot be reached you will notify the Command Chaplain for Naval Base San Diego.

e. Home Visits. Home visits require a local command escort of E-6 or above. If the command will not support request for accompaniment contact the OOD and/or Senior Watch Officer.

f. CACO Duties. You are to accompany, upon request, any San Diego CACO after-hours and any weekends on the initial CACO visit.

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g. Responding to delivering American Red Cross Messages. Some AMCROSS messages request the assistance of a chaplain during delivery. If your assistance is requested, ensure the following has happened:

(1) The verification and presence of the service member is known and can be brought to a specific location or met at a designated location.

(2) Notify the parent commands Officer of the Deck (OOD)/Command Duty Officer (CDO) to designate the command representative during the notification.

(3) Per reference (b), notification will not be made between the hours of 2200 and 0600.

6. Funeral Watch Procedures. The Duty Chaplain for the week will be their faith group representative (Protestant or Catholic) for the funeral watch bill. An additional chaplain will be assigned each week to cover the other faith group. If a Muslim Chaplain is on duty and a non-Muslim funeral is required, an additional Chaplain will be assigned for the funeral. A Muslim Chaplain will not be required to perform a non-Muslim funeral.

a. Assignments: Funeral assignments will be made by the Funeral Honors Representative as received by that office with as much notice as possible. Assignments will be sent to the duty chaplain with copies to that chaplain's supervising chaplain and to the watch bill coordinator. Monday funerals are performed by chaplains assigned to Marine Corps Recruit Depot, Tuesday through Friday funerals are performed by San Diego Metro Area chaplains. There will be no funerals on Saturday, Sundays or Holidays. Only one chaplain per faith group is available for funerals each day.

b. Funerals: Funerals are defined as graveside committal services at cemeteries in the San Diego Metro area only. Chapel services may be arranged with specific chapel sites at their discretion, but will not be done by the duty chaplain.

c. Uniforms: Funerals shall be performed in the prescribed seasonal uniform, Service Dress Blue with ribbons in winter or in Summer Whites with ribbons in summer.